

Dear Principal and Teacher Leader,

We are delighted that you continue to serve as the MLTI Teacher Leader for your school, and we are pleased with the results we've seen this year. The important work you do on behalf of your school and the Maine Learning Technology Initiative allows the MLTI to reach every teacher with tools and resources that support teaching in a digital age. The following information explains the requirements that must be met before MLTI can pay the second half of the stipend for Spring 2008. Please review this information carefully. All forms related to Teacher Leaders are located online at [www.mainelearns.org](http://www.mainelearns.org) or <http://www.maine.gov/mlti/educator/>. We have now added these forms to the Studywiz 207 MS Teacher Leader and 207 HS Teacher Leader group folders.

**SPRING 2008 STIPEND REQUIREMENTS - ALL REQUIREMENTS must be met and received at the MLTI Project Office on or before May 28, 2008.**

#### **Requirement 1. Data Collection - Surveys**

The research team at the Maine Education Policy Research Institute (formerly CEPARE) will once again be conducting surveys this Spring. The research team reports its findings on an ongoing basis to the State Legislature, and because information is reported each year, it is important that surveys be completed each time they are administered. The more data MEPRI gathers, the better informed the State will be on the impact MLTI has on its schools, and it will also support MLTI's allocation of professional development resources.

As promised, the High School Teacher Survey will be reissued by MEPRI. We are looking forward to seeing how the results have changed over the course of the school year, so we will need to rely on the MLTI Teacher Leaders to work with their Principal to ensure that as many teachers complete the surveys as possible. The Staff at MEPRI will be available to assist with questions about the surveys during the survey period. Schools will be able to receive their own results of the survey. More information on these surveys will be sent to schools in mid to late April and the surveys will open in early May 2008.

#### **Requirement 2. A School-wide NoteShare Notebook**

"A school-wide NoteShare notebook was created, with at least one page for each teacher. Each teacher page should contain a lesson plan, an example of student work, or a reflection on how technology is being used in that teacher's classroom."

MLTI is asking for a school-wide notebook because it is very difficult to 'see' how technology is used in classrooms. An efficient way of gathering examples of teacher and/or student learning is to create a notebook of artifacts. NoteShare, an application that is available on every MLTI device, is a great tool for collecting information, because NoteShare notebooks can capture many different types of data and media, can be shared remotely, and can accurately reflect what is being created at the school.

Some notes about the notebook:

- The notebook is intended to be a work in progress/ growth portfolio representing a snapshot of the use of technology by teachers in your school.
- At least one page per teacher, which shows a lesson, project, and/or student work with

reflection. We ask that you coordinate efforts with your principal to collect the pages or examples of work from teachers.

- The examples of technology use need to focus on instruction practice/teaching and learning. It may include lesson plans, student projects, reflections or whatever may reflect a snapshot of your school.
- The examples in the notebook help us understand what is going on across the state and how progress can be supported. We then are able to select model examples to share with other educators, the legislature, visitors to Maine. Of course, any use of material will only be used with the permission of the teacher. It would be helpful to have school contact information and teacher names in the notebook.
- You may use the information from the Roadmap for the 21st Century as a frame for your work. This information can be found in the Leadership Team notebook distributed in the Fall 2007 or on Studywiz in the MLTI Resources folder in the 207 Faculty Center global group.

We ask that you burn your school-wide NoteShare Notebook to CD and use a marker (no labels please) to record the school MEDMS ID and school name as well as the teacher leader's name(s). The CD should be mailed along with your Teacher Leader Spring Stipend Form. Questions relating to the Noteshare notebook should be addressed to Juanita Deschambault at [juanita.deschambault@maine.gov](mailto:juanita.deschambault@maine.gov).

### **Requirement 3. Professional Development**

"Assistance towards building professional learning capacity in your building and assisting towards the integration of technology to further student work and learning." We do expect that the MLTI Teacher Leader works closely with the building principal to ensure the expectations for all teachers comes from the Principal, not the MLTI Teacher Leader.

We want to assist your school with creating training opportunities designed specifically for your teachers' needs. For more information or to arrange for a training opportunity, please contact Juanita Deschambault at [juanita.deschambault@maine.gov](mailto:juanita.deschambault@maine.gov) with your school's needs

### **SPRING 2008 STIPEND FORMS**

Please review this information carefully:

1. MLTI Teacher Leader Agreement Form - This form should have been completed in Fall 2007. If you have not completed the Agreement form, and have been serving in the Teacher Leader capacity since the start of the year, it's needed to show that the MLTI Teacher Leader and Principal understand and agree to the goals and requirements that are expected from the MLTI Teacher Leader. If you have been holding the role of Teacher Leader all year and have not completed any paperwork, please contact Laura Brown at [laura.brown@maine.gov](mailto:laura.brown@maine.gov) for further information on how to receive your whole stipend.
2. The State of Maine New Vendor Form - If you received a Fall 2007 stipend, you do NOT need to complete this form. Only new Teacher Leader applicants will need to complete and mail this form.
3. The MLTI Teacher Leader Stipend Form (Spring 2008) - The stipend form is acknowledgement that

you have met and completed all Teacher Leader requirements. This form needs to be received along with your school-wide NoteShare notebook in order to receive your stipend.

If your school did not appoint a teacher leader in Fall 2007, but are interested in doing so for Spring 2008, please download, review and complete a Teacher Leader Agreement form and mail it to the address below along with your stipend form, vendor form and NoteShare notebook on CD. Although it is too late to receive the first stipend, the second stipend will be available to new applicants who meet the qualifications and complete the requirements. Please email [laura.brown@maine.gov](mailto:laura.brown@maine.gov) if you have any questions on forms submitted.

**Please complete all of the applicable forms and mail them, along with your NoteShare notebook on CD, to:**

**MLTI Project Office  
Dept. of Education  
Attn: Laura Brown  
23 State House Station  
Augusta, ME 04333-0023**